

Office or Division	CITY CIVIL REGISTRY OFFICE- BIRTH DIVISION			
Classification	Birth Registration			
Type of Transaction	Simple/Complex			
Who may avail:	Parents/Document Owners/			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Timely Registration				
Legitimate:	Illegitimate:			
Duly prepared Certificate of Live Birth	If the child uses the father's surname: -Affidavit of Acknowledgement -Affidavit Using the Surname of the Father -Cedula		Hospital/Lying-in/Health Centers or Civil Registry-(if born at home)	
For Muslim and IP's registrant –Attachment of MF No.102				
Late Registration				
PSA Negative Copy <u>At Least three (3)documentary evidences</u>				
- Marriage Certificate -Baptismal Certificate - Immunization Record -Barangay Certification stating date &place and parents name -I.D. card & Cedula	-Form 137 (School record) -Voter's Certification -Birth Certificate of children (born 1970's-1980's)			
For Muslim and IP's registrant –Attachment of MF No.102				
	-Affidavit of Delayed Registration -Affidavit of two disinterested persons -Affidavit of Acknowledgement (father) -Affidavit Using the Surname of the Father (mother/child) -Affidavit of attestation of mother -I.D. & Cedula of parents			
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>Hospital/Lying-in/Health Centers</u> Submits all relevant documents to Civil Registry If Home Delivery : -Submit requirements to Civil Reg. Office -Fill-up information sheet	-Register Certificate of Live Birth -Provides copy to the owner -Prepare/Register Birth Certificate -Provides copy to the owner	P 100.00 (AUSF)	For timely registration 8-10 minutes For late registration	Perle Joy T. Lee RoxanEchem Medilyn Quinto Daisy Roz Rances Edwina Gallardo Aeneas Akut LorizaRal

Claims owner's copy of COLB (After 10 days posting)	-Release copy to client	P 30.00 per supporting documents	10-20 Minutes plus 10 days posting period	Elaine Veloso Honorato Pabelic Ramil Daomilas Jesse James Salinas
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